

REQUEST FOR PROPOSALS

FROM MAIN ROAD TO MAIN STREET

USING FORM-BASED CODES TO
CREATE STREETS OF OPPORTUNITY



TOWN OF TIVERTON
RHODE ISLAND

APRIL 2, 2012

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Main Road Tiverton – Current and Future Conditions / Chris Spencer
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THE TOWN OF TIVERTON

REQUEST FOR PROPOSALS

TITLE OF PROJECT:

From Main Road to Main Street: *Using Form-Based Codes to Create Streets of Opportunity*

SUBMISSION DEADLINE:

May 11, 2012 at 2:00 P.M.

PROPOSAL OPENING:

All complete proposal packages will be opened at a public meeting scheduled on May 14, 2012 at 10:00 A.M. in the Town Council chambers of Tiverton Town Hall, 343 Highland Road, Tiverton, Rhode Island 02878.

CLARIFICATIONS:

Questions concerning this solicitation may be emailed to Kate Michaud at planningboard@townoftivertonri.gov no later than May 3, 2012 at 3:00 P.M. Please reference the RFP title on all correspondence. Answers to questions received will be posted online as an addendum to this solicitation at: www.tiverton.ri.gov/government/planning_dept.html

I. INTRODUCTION

The Town of Tiverton is seeking to hire an architectural / planning / urban design team (hereafter referred to as the Consultant) to engage in a public design and visioning process — creating form-based codes for two commercial areas of the Town as described elsewhere herein, and in accordance the terms of this Request for Proposals and the State's General Conditions of purchase, available at the Rhode Island Division of Purchases home page: www.purchasing.ri.gov/.

The Town of Tiverton (the Town) is looking to utilize form-based codes as a tool for re-creating rich and vibrant commercial nodes and corridors—linking neighborhoods, rebuilding the public realm, and creating a more predictable process and certain outcome for both the Town and future developers. As Peter Katz explains in *Form First*, a form-based code will “allow for planners, citizens, developers and stakeholders to move easily from a shared physical vision of a place to its built reality.” The project areas entail two vastly different and geographically separate areas of town, currently zoned General Commercial (GC). One of these areas covers a two (2) mile stretch of Main Road and the other is in an area know as Bliss Corners.

Within both of these areas, there are a number of gradients or contextual variants. Despite these variations the current zoning is largely silent on the concept of context—applying a single zoning principle regardless of the preexisting built and surrounding natural environments. By utilizing the concept of transects, these areas can be differentiated by their surrounding context—each with differing design parameters from the more rural to the more urban.

The final work product for this project will be a proposed form-based code, meant to supersede (either entirely or in part) the present zoning ordinance that applies to the General Commercial (GC) zone of Main Road bounded on the north by State Avenue and on the south by Souza Road and the General Commercial (GC) zone of Bliss Corners. This code is to be consistent with the definition and evaluation criteria established by the Form-Based Codes Institute (FBCI), Rhode Island General Laws (RIGL), and the vision of the community as expressed through public design charrettes or workshops and Tiverton's Comprehensive Community Plan. The scope of work shall entail all of the necessary steps through final delivery, of a proposed form-based code that could be logically and legally implemented.

II. GENERAL INFORMATION

Section A. Instructions and Notifications to Consultants:

- Proposals must be in accordance with the terms of this Request for Proposals and the State's General Conditions of purchase, available at the Rhode Island Division of Purchases home page: www.purchasing.ri.gov/.
- All costs associate with developing or submitting documents in response to this request and/or providing oral or written clarification of its content shall be borne by the respondent. The Town of Tiverton assumes no responsibility for these costs.
- All pricing submitted will be considered to be **firm and fixed** unless otherwise indicated herein.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than sixty (60) days following the establishment due date and may not be withdrawn without the express written permission of the Town of Tiverton.
- Responses misdirected to other locations or which otherwise not received by the Tiverton Town Clerk by the established due date for any cause will be determined to be late and may not be considered.
- Respondents are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejections of the proposal.
- Alternate approaches and/or methodologies to accomplish the desired or intended results of this project are encouraged. Proposal which depart from or materially alter the terms, requirements, or scope of work defined by this Request may be rejected as being non-responsive.
- Respondents are advised that all materials submitted to the Town of Tiverton for consideration will be considered to be public records as defined in Title 38, Chapter 2 of

Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award is made.

- During the life of the contract, the Town of Tiverton reserves the right to solicit separately for selected initiatives within this scope of work.
- Interested parties are instructed to peruse the Town and Planning Department's website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- The Town of Tiverton will conduct a pre-proposal meeting on April 26, 2012 at 10:00 A.M. This meeting will be held at 346 Judson Street / Tiverton, Rhode Island 02878. Interested parties should confirm their intent to attend by emailing the contact person listed on the Clarification Section of this Request for Proposals.
- Clarifications to this solicitation resulting from the pre-proposal meeting will be posted as an addendum to this solicitation at: www.tiverton.ri.gov/government/planning_dept.html.
- The detail of work is outlined in the section entitled "Scope of Work". Contingent on award of a contract, the work should begin immediately after the Notice to Proceed has been issued. The contract for services, contingent on the continued availability of funding, is expected to require 14-16 months. The work shall be completed prior to September 18, 2013.
- In accordance with Title 7, Chapter 1.2-1401 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact businesses in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401) 222-3040. This is a requirement only for the selected service provider(s).
- Respondents will be responsible for determining the level of success of their activities through use of appropriate process and outcome measurements. Each activity must produce an identifiable deliverable or a measurable outcome.
- Respondents are instructed to submit a **Combined Technical/Cost Proposal** response described in detail herein.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Utilization of Minority Business Enterprises as certified by the RI Minority Business Enterprise Compliance Office is a requirement. This project is subject to Chapter 37-14.1 of the Rhode Island General Laws, and regulations promulgated thereunder, which require that ten percent (10%) of the total dollar value of work performed on this project be preformed by a minority business enterprise. Participation must be demonstrated at the time of bidding. A listing of MBE firms is available at: www.mbe.ri.gov.

- Equal Employment Opportunity (RIGL 28-5.1)§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation.
- The Town of Tiverton, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.
- Illegal Immigration Control: All prime contractors and any subcontractors must comply with RI Executive Order 08-01 Illegal Immigration Control Order.
- Persons or firms practicing engineering services in the State of Rhode Island must possess a proper registration and/or Certificate of Authorization in accordance with Rhode Island General Laws.
- The Town of Tiverton reserves the right to reject any and all bids.
- A copy of the current Rhode Island Certificate of Authorization FOR THE FIRM and current Rhode Island registration(s) FOR THE INDIVIDUAL(S) who perform the work MUST BE INCLUDED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL.

Note: This is a Request for Proposals (RFP), not an invitation for BID: Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price. There will be no public opening and reading of responses received by the Town pursuant to this request, other than to name those respondents who have submitted proposals. All respondents are advised to review all sections of this Request and to follow instructions carefully as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Section B. Type of Contract

Any resulting contract for Professional Services will be a lump sum contract (with provision for limited unit cost work) between the firm furnishing the professional services and the Town of Tiverton.

Section C. Contract Form

The contract will be executed on a form developed by the Town and will include General Provisions.

Section D. Status of Statement

This statement of project scope will be incorporated into the executed contract form.

Section E. Background

Project Area 1 is an approximately two (2) mile commercially zoned stretch of Main Road. It is bounded by State Avenue to the north and Souza Road to the south. The General Commercial zone varies in width along this spine. This project area is located within a densely settled area of Tiverton. To the north, it shares a border with Fall, River Massachusetts, and just beyond the south edge of the project area, is an interchange with Route 24. This area has been studied in the past as part of the Town's Design Standards Project, which was never completed due to inadequate funding.

Project Area 2 is known as Bliss Corners, an important crossroads with routes to Fall River, Westport, and Little Compton. It is an area that is experiencing growth with the recent development of Sandywoods Farm, a residential arts and agricultural community; as well as a number of new businesses, nearby elementary, middle and high schools, a town recreational facility and skate park, and the future home for the new Tiverton Library.

Section F. Commencement and Prosecution of the Work

The work to be accomplished under any resulting contract for professional services shall commence upon a notice to proceed. It shall be conducted with all possible dispatch and shall be completed within sixteen (16) months from the date of receipt by the Consultant of the Notice to Proceed. All work and project deliverables shall be submitted with the required number of copies to the Town of Tiverton prior to September 18, 2013.

Section G. Special Conditions

- All field verification shall take place within both project areas.
- The Town will make available to the Consultant file copies of any plans, previous studies, reports or surveys of project areas as well as planned or proposed projects within the study areas.
- The Consultant shall verify the accuracy of all existing plans and mapping used by visual field examination.

III. SCOPE OF SERVICES**TASK 1: INITIAL REVIEW AND ANALYSIS**

- A. Documentation: The Consultant will conduct a thorough review of all pertinent documentation including the zoning ordinance and recent changes to the General Commercial zones; Tiverton's Comprehensive Community Plan; all material related to the Main Road Design Standards Project; and the recently enacted Economic Development Tax Real Estate Tax Exemptions for the Redevelopment of Underutilized Commercial Parcels.

- B. Outreach: The Consultant will reach out to appropriate stakeholders involved with the project and target areas. These will include groups and individuals such as businesses and property owners, local design professionals, developers, business organizations, and town staff.
- C. Site Analysis: The Consultant will analyze and document the physical details of the project areas including topography, viewsheds, view corridors, existing built environment and the historic patterns of urbanism and architecture in the surrounding region. This analysis will form the basis for creating the individual transects.
- D. Media Coverage: The Consultant will participate in developing press releases to provide information about the planning efforts being undertaken.
- E. Website: The Consultant will provide information for Tiverton's website related to the project such as narrative text, photographs, maps, renderings, and other images either created for the project, highlighting similar projects, or collected through analysis of the local conditions.

TASK 2: PUBLIC DESIGN PROCESS

- A. Generate necessary background maps: Tiverton will provide all necessary base map information as needed by the Consultant including all necessary geodatabase and shape files from Tiverton's Geographic Information System (GIS) for use during the analysis, workshops, and preparation of the form-based code.
- B. Visual Preference Survey. The Consultant, with the assistance of the Planning Department, will conduct a visual preference survey for the target areas of any proposed transects. These surveys shall consist of return mailers, as well as interactive internet surveys, and may be supplemented with interactive surveys in a live workshop setting. The return mailers will be mailed out to all residents/ business owners within the proposed transect as well as abutters within 500 feet of the proposed transect.
- C. Public Workshop and/or Design Charrette. The Consultant will organize and lead a series of design workshops or charrettes to engage the community (in both of the project areas), gather ideas and goals, and formulate implementation strategies. The Consultant will tailor the workshops or charrettes to obtain maximum community input so as to produce the best possible master plan on which to base the new code. The format will also take into consideration the findings of the initial site analysis, input from staff, and information obtained at previous meetings, workshops, and interviews.
- D. At the conclusion of the workshop(s), the Consultant will present the work generated to-date. Plans, renderings, and initial coding ideas that reflect ideas articulated in the workshops will be publicly presented and further feedback solicited from the community. In order to ensure participation from local officials, it is recommended that this be done in the form of a joint town council / planning board workshop.

TASK 3: DRAFTING THE FORM-BASED CODE

The new code will be crafted to ensure high-quality public spaces defined by a variety of building types design for a variety and mixture of uses including housing, retail commercial,

and office space, which are consistent with the community's visions. The new proposed form-based code will include a regulating plan, building form standards, public space standards, and other standards and regulations as needed—either by incorporation into the document or by reference to other sections of the zoning code. Section of this document would typically include the following:

- A. Overview, including definitions, principles, and intent; and explanation of the regulating and process in clear user friendly language.
- B. Regulating Plan (A schematic representation of the master plan) illustrating the location of streets, blocks, public spaces (such as greens squares, and parks), and other special features. Regulating plans may also include aspects of Building Form Standards such as “build-to-lines” or “required building lines” and building type or form designations.
- C. Building Form Standard governing basic building form, placement, and fundamental urban elements to ensure that all buildings compliment the neighboring structures and the street. These standards should be based upon study of building types appropriate for the region, climate, and neighborhood vitality.
- D. Public Space Standards defining design attributes and geometries that balance the needs of motorists, pedestrians, bicyclists, and transit riders while promoting a vital public realm. These standards should include design specifications for sidewalks, travel lane widths, parking, curb geometry, trees, and lighting.
- E. Other Standards that may be incorporated into the document of include by reference include:
 - 1. Landscape Standards
 - 2. Parking Standards
 - 3. Architectural Standards

TASK 4: INTEGRATION OF THE FORM-BASED CODE

The form-based code must be integrated into Tiverton's existing regulatory framework (zoning and land development regulations) in a manner that insures procedural consistency, meshes with state and other local legal requirements, provides clarity as to applicability of existing regulations, and maximizes the effectiveness of the code.

TASK 5: ACCEPTABLE FORMS

The final product may be a stand alone form-based code, or a hybrid code incorporating elements from form-based codes, conventional codes as well as utilizing design standards and guidelines.

TASK 6: FORMAT

The consultant will provide the town copies of maps, drafts, studies, and the final proposed form-based code in both hard copy and electronic files. The electronic files shall be in a Portable Document Format (PDF) as well as Adobe In-Design to allow the Town to make modifications to the code as it moves towards implementation.

IV. PROJECT DELIVERABLES

Section A. Project Deliverables

The Consultant shall deliver to the Town the following:

1. Copies of development sketches and drawings developed during public design workshop.
2. Images and results from visual preference survey.
3. Maps showing the boundaries of all proposed transect zones in both project areas.
4. On street parking recommendations for all roadways within project areas.
5. Proposed transects for both project areas.
6. Proposed form-based code for all transect zones in both project areas, which shall include the following sections as described under Task 3 of this solicitation:
 - g. Overview;
 - h. Regulation Plan;
 - i. Building Form Standard;
 - j. Public Space Standard; and
 - k. Other Standards as required.

Section B. Required Form & Copies

The Consultant shall deliver materials in the following quantities and formats:

1. All presentation boards from design workshops shall be mounted to foam core.
2. Twenty (20) color copies of the proposed Form-Based Code.
3. One (1) copy of proposed code in Adobe In-Design, Portable Document Format (PDF).
4. One (1) CD-ROM containing all images and electronic files of the project.
5. One (1) electronic copy (PDF), one (1) electronic copy in Adobe In-Design, and one color copy of draft advertisement for public hearing on proposed form-based code.

V. PROPOSAL SUBMISSION

Section A. Pre-Proposal Conference

A pre-proposal conference will be conducted at the Town Planning Department, 346 Judson Street, Tiverton, Rhode Island, 02878 on May 3, 2012 at 10:00 AM.

Section B. Proposal Requirements

NOTE: TECHNICAL AND COST PROPOSAL documents will not be submitted separately but are to be combined into one complete submission, as described below:

Proposals shall be concise and contain the following materials and information:

1. Cover letter expressing interest, signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the Town. The letter must contain a commitment to provide both the services described herein within the allotted time and the personnel proposed for the assignment.
2. Executive Summary outlining the contents of the proposal, and the respondents technical approach and ability.
3. Technical information describing the background, qualifications, and experience with and on similar projects, as well as the work plan or approach proposed for this project. Firm and staff information detailing related experience must also be included.
4. A project timeline for major components of the project.
5. A detailed description of each task to be undertaken that indicates how the project would be completed, including a detailed breakdown of all components as well as key staff resumes
6. The total amount of compensation for services reflecting the fee structure proposed for this scope sealed in a separate envelop. A detailed breakdown of person-hours by task as well as associated billing rates shall also be included.

Section C. Overall Schedule

The Town of Tiverton will post this RFP no later than April 12, 2012. As described elsewhere in this solicitation, a pre-proposal meeting will be held on April 26, 2012. The Town intends to award the contract and issue a notice to proceed by June 15, 2012. It is expected that the project will take between 14 and 16 months to complete. All project deliverables shall be submitted no later than September 18, 2012.

Section D. Deadline

Respondents shall submit one (1) original, ten (10) copies, and one electronic copy in a Portable Document Format (PDF) of proposals by mail or hand delivered to the following address no later than 2:00 PM on May 11, 2012:

Tiverton Town Clerk
343 Highland Road
Tiverton, RI 02878

Note: All packages must be clearly marked as follows: “RFP Response: **From Main Road to Main Street** – Using Form-Based Codes to Create Streets of Opportunity”

Proposals misdirected to other Town locations or which are otherwise not present in the Town's Clerk's office at the time of opening for any cause will be determined to be late and will not be considered.

VI. EVALUATION AND SELECTION

The Town will be utilizing a modified Qualification Based Selection (QBS) process. Total maximum project costs will be disclosed at the pre-proposal conference. The Town will form a review committee, which will evaluate and score all proposals. The review committee will select the three (3) top proposals, conduct interviews, and make a recommendation to the Town Council. Only those firms that receive at least seventy percent (70%) of the maximum point value for the first four (4) categories of evaluation criteria will be evaluated for costs. The selection committee will use the following criteria:

EVALUATION CRITERIA	
FIRM EXPERIENCE	10%
SIMILAR PROJECT EXPERIENCE	15%
PERSONNEL EXPERIENCE	10%
SCOPE OF SERVICES	
Project Understanding	10%
Project Approach & Methodology	15%
Project Schedule	10%
CONTRACT COST	30%

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The selection committee will present the written findings, including the results of all evaluations, and their recommended selection to the Tiverton Town Council for final approval. The Town Council may, at its sole discretion, elect to require presentation(s) by design consultants clearly in consideration for award.

FOCUS AREA # 1

COMMERCIAL AREA
MAIN ROAD,
TIVERTON

- GENERAL COMMERCIAL ZONING DISTRICT
- RI URBAN SERVICES BOUNDARY (2006-2025)
- PARCELS
- ROADS
- BUILDING FOOTPRINTS

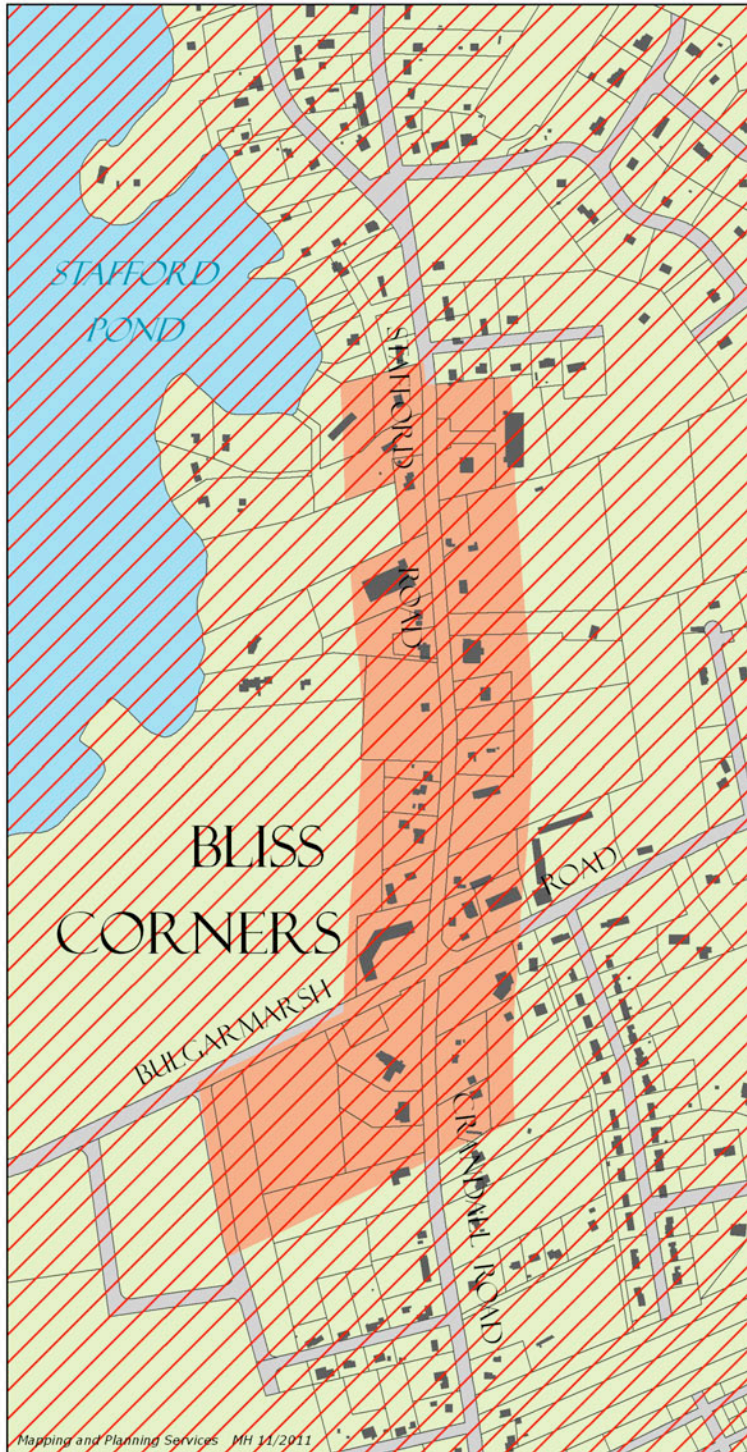


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This map is not the product of a Professional Land Survey. The information depicted on this map is for general planning purposes only. It is not adequate for legal boundary definition or regulatory interpretation.

Date Sources: RIGIS/RIDOA RI Urban Services Boundary 2006-2025, Tiverton GIS Parcels as of 12/31/2010, Zoning as of 5/12/2008 and Building Footprint Representations 2009.

FOCUS AREA # 2

COMMERCIAL AREA
BLISS CORNERS,
TIVERTON

- GENERAL COMMERCIAL ZONING DISTRICT
- RI URBAN SERVICES BOUNDARY (2006-2025)
- PARCELS
- ROADS
- BUILDING FOOTPRINTS



0 150 300 450 600 FEET

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Date Sources: RIGIS/RIDOA RI Urban Services Boundary 2006-2025, Tiverton GIS Parcels as of 12/31/2010, Zoning as of 5/12/2008 and Building Footprint Representations 2009.